



## 2015 FOOD CONCESSION APPLICATION FOR FESTIVALS & EVENTS



Town of Leesburg, Parks & Recreation • 60 Ida Lee Drive Leesburg, VA 20176  
(Phone) 703-777-1368 • (Fax) 703-737-7165

### INSTRUCTIONS ON HOW TO APPLY

Applicants will be evaluated for demonstrated leadership and organizational ability based upon other successful activities and festivals including prior Town of Leesburg events. The Town of Leesburg Parks & Recreation Department strives for menu diversity, healthy options, festival spirit, and menu quality when selecting food booth operations, and looks to reduce menu duplication in order to maximize sales for all food vendors. For this reason, we reserve the right to ***delete proposed menu items from selected food booth applications***. Applicants shall be given the opportunity to accept the deletions, to make mutually agreeable substitutions, or to withdraw from the selection process without penalty.

**Downtown** event booth space dimensions are 16' deep by 10' wide increments for free standing booths and tents. **Park** events have more flexibility. Tents being used by vendors must not be greater than 15 feet deep and must be certified flame retardant (no tarps allowed). If any equipment is to be used onsite (e.g. grills, ice cream carts, etc.), it must be contained within the specified space allocation. Each vendor is responsible for the design, construction and disassembly of each booth structure as scheduled by the Festival Coordinators. A picture of the booth as it will be displayed during the Festival is required for all vendors. Any booth that does not conform to size specifications or appearance regulations will not be allowed to participate in the Festival.

Booth identification signs must be made from sturdy materials and be attractive in appearance. Menu boards with prices **MUST** be displayed throughout the Festival. It is the responsibility of each vendor to continually clean up the booth and the area surrounding the booth; each vendor shall leave the area in the same condition as when they arrived. No trash, waste products, gray water, grease, etc., may be dumped anywhere on Festival grounds. **SHOULD THIS REQUIREMENT NOT BE MET, A \$500 CLEAN UP FEE WILL BE CHARGED AND PARTICIPATION IN FUTURE LEESBURG EVENTS WILL BE JEOPARDIZED.**

<b>READ!</b>	Read all information contained in this packet carefully!
<b>MEET DEADLINES</b>	Decide on which events to apply for, making note of the deadlines for each.
<b>APPLY</b>	Complete the Application below.
<b>AGREE</b>	Complete the Concession Services Agreement, which must be signed by an authorized representative for your business. Upon selection for the event, a signed Concession Services Agreement will be returned to you along with your approved menu items. We reserve the right to reject any application or offer.
<b>HEALTH DEPARTMENT</b>	Complete a copy of the Loudoun County Health Department's Temporary Food Sale Permit Form and submit to Town of Leesburg with the event application and concession services contract. A separate payment of \$40 and/or receipt for the temporary food permit for 2015 must also accompany the form. Checks must be made payable to Loudoun County. Access <a href="http://www.loudoun.gov/documentcenter/view/114">http://www.loudoun.gov/documentcenter/view/114</a> for form. All Food Sale Permits will be submitted <u>per event</u> to the County by the Town of Leesburg with payment for the Temporary Food Permit.

<b>HEALTH DEPARTMENT (CONT)</b>	Your food contract will be void if you do not have a Temporary Food Sale Permit. If you do not have a permit, you will be asked to leave the event site and no refund will be provided.
<b>PAY</b>	<p>Write <u>one check per event</u> payable to The Town of Leesburg. Or pay by credit card (VISA, MC, DISC) for the event fee.</p> <p>Payment for your Temporary Food Sales Permit will be submitted to the Town of Leesburg as well, please make this a <b>separate check</b> made out to the County of Loudoun.</p> <p>The Town of Leesburg will collect <u>all applications and fees</u> for Food Permits and deliver them to the County. The Town will not be held accountable for any issues with payments for the Food Permit with the County. All payment issues must be resolved with Tamara Shellenberger (703) 777-0642 with the Loudoun County Department of Health.</p>
<b>MAIL / CONTACT</b>	<p>Mail all applications and <b>event fees</b> to:</p> <p><b>Special Events</b>  <b>The Town of Leesburg Parks &amp; Recreation</b>  <b>60 Ida Lee Drive NW</b>  <b>Leesburg, VA 20176</b></p> <p>Contact Cheryl Behrens at <a href="mailto:cbehrens@leesburgva.gov">cbehrens@leesburgva.gov</a> or at 703-737-7156 or Andrew Kim at <a href="mailto:akim@leesburgva.gov">akim@leesburgva.gov</a> or at 703-771-2778 with any questions.</p>
<b>RECEIVE</b>	You will receive confirmation from us if chosen as a vendor (within 2 weeks of application deadlines). Should your application not be accepted you will be notified as well.
<b>REFUNDS</b>	You may receive a full refund without a penalty if written notice is received any time prior to acceptance by The Town of Leesburg, Parks & Recreation. You may not receive a refund if you withdraw after acceptance, unless modifications made to your initial proposal cannot be mutually agreed upon.
<b>FOOD CONCESSIONS</b>	Food Concessions are defined as products <i>produced on site</i> for consumption. Food products that are pre-packaged do not fall under Food Concessions and will not be accepted as such.
<b>SPECIALTY FOODS</b>	Specialty foods, defined as a narrow product line, usually limited to 2-3 varieties of a single item (ex: nuts, popcorn, etc.) will be charged a prorated amount at downtown events. All other booth rates apply as listed. Downtown rates are subject to a case-by-case determination.
<b>REQUIRED</b>	<p>Completed Application, signed Concession Services Agreement Form, Proof of insurance &amp; Contract.</p> <p><i>If awarded a booth, a signed contract will be sent back to you for your records.</i></p>



## FOOD VENDOR'S INFORMATION

You may apply for any Town of Leesburg 2015 event, in advance using one form. Simply put your initials in the boxes next to each event that you are applying for and include the appropriate fee(s) (**separate checks for each event**) along with this application and the Concession Services Agreement form. Please note that you will need to use additional forms if your menu items or other information in your application will differ from one event to another. If you would prefer to wait until closer to the deadlines and apply individually, this is still the form to use.

Initial by ALL events for which you are applying with <b>THIS</b> application	<b><u>EVENT</u></b> <i>All events outside All events in 2015</i>	<b><u>Estimated Number of Booths Available</u></b>	<b>Pricing</b>	<b>Estimated Attendance</b>	<b>Deadline</b>
	Ida Lee Park Easter Egg Hunt March 28 <sup>th</sup> 12pm-4pm	1-2	\$200.00 per booth	5,000 +	Friday, 02/06/2015
	25 <sup>th</sup> Annual Leesburg Flower & Garden Festival April 18 <sup>th</sup> 10am-6pm & April 19 <sup>th</sup> 10am-5pm	10-12	10 feet is \$850, addtl space in increments of 5 ft. @ \$425 i.e. 20 ft.= \$1,600 (Specialty food items will be prorated 25%)	35,000- 40,000	Friday, 02/06/2015
	Town of Leesburg 4 <sup>th</sup> of July Celebration At Ida Lee Park July 4 <sup>th</sup> 6pm-10pm	10-15	\$500.00 per booth	20,000 +	Friday, 05/08/2015
	Leesburg Airshow at Leesburg Executive Airport September 26 <sup>th</sup> 11am-4pm	8-12	\$350.00 per booth	5,000 +	Friday, 7/17/2015

**AMOUNT OWED:** \_\_\_\_\_ **PAYMENT:**    ☐ Check    ☐ Visa    ☐ MasterCard    ☐ Discover

**CREDIT CARD #:** \_\_\_\_\_ **EXPIRATION:** \_\_\_\_\_

**NAME AS IT APPEARS ON CARD:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

PLEASE KEEP MY CC INFORMATION ON FILE FOR FUTURE USE:    YES ☐    NO ☐  
FOR PAYMENT BY CHECK PLEASE MAKE PAYABLE TO: Town of Leesburg

**Organization/Business Name:** \_\_\_\_\_

**Authorized Representative/Contact's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone Number (preferred):** \_\_\_\_\_

**Telephone Number (alternate):** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Preferred method of communication: (please circle one)**

	<b>Phone</b>	<b>E-mail</b>
	<input type="checkbox"/>	<input type="checkbox"/>

**Proposed Menu for each event (must list in detail and include prices; use additional paper if needed or if menu differs per event):**

<b>Proposed equipment that you will bring:</b>	
<b>Proposed booth decorations</b> ( <i>use of flowers &amp; Garden materials encouraged for F&amp;G festival</i> ):	
<b>Previous major activities and fundraising efforts which demonstrate capability to conduct a Festival Food Booth</b>	
<b>Additional information which you feel may be relevant to your selection as a vendor:</b>	
<b>Is your booth a trailer or a tent?</b>	
<b>If yes, do you have a hitch or tongue?</b>	

**Sketch a detailed layout of your Food Booth showing total dimensions and/or attach a photograph (but still show booth size here) Remember to indicate space for trailer hitch or other extraneous items:  
\*must complete this section to be considered for shows**

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By signing this form you state that you have read & agree to all terms and conditions in the Food Vendor Application for Festivals and Events.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Name of Business